



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5E-0293
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
Librarian (Reference)
GS-1410-09/11/12

Promotion Potential: GS-12

Employment Type: Full-time - Permanent

Grade and Salary Range:
GS-09 \$43,365.00 - \$56,371.00 Per Year
GS-11 \$52,468.00 - \$68,209.00 Per Year
GS-12 \$62,886.00 - \$81,747.00 Per Year

Location of Position:
National Agricultural Library, Public Services Division,
Beltsville, Maryland

Who Can Apply (You **must** include a statement in your application that you are a U.S. citizen to be considered for this position): All U.S. Citizens

Opening Date: August 22, 2005

Closing Date: October 3, 2005

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Pinkie D. Harrod
(301) 504-1385

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Pinkie D. Harrod
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

For information about the organization and location, visit the location's website at www.nal.usda.gov.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

More than one position may be filled from this announcement.

Major Duties:

The National Agricultural Library (NAL), <http://www.nal.usda.gov>, the largest agricultural library in the world, has been serving agriculture since 1862. Established by Congress, its mission, stated simply, is “to ensure and enhance access to agricultural information for a better quality of life”. NAL’s work in collecting, preserving, and making agricultural information available is fundamental to the continued well being and growth of U.S. agriculture, and the development of food supplies for the nation and the world. NAL has three divisions, the Technical Services Division, the Public Services Division and the Information Systems Division and employs approximately 160 federal employees and 40 contract employees.

The Library is located near the intersection of U.S. Route 1 and Interstate Route 95/495 (Beltway Exit 25-North), Beltsville, Maryland, USA, 15 miles northeast of Washington, DC. NAL offers free employee parking. A courtesy shuttle to the Greenbelt Metro Station and a metro transportation subsidy are available. NAL is located near the George Washington Carver Center and the Beltsville Agricultural Research Center where on-site child care, cafeteria, and other amenities are available. Restaurants and shopping are located in close proximity to NAL. For additional information about the National Agricultural Library, you can access the NAL homepage at www.nal.usda.gov.

This position is located in the Research and Reader Services Information Team with the Public Services Division.

The incumbent performs general reference duties as well as collaborates with other reference librarians to create and provide information products and web resources for library customers. Specific duties include, but are not limited to:

- providing second tier specialized information services to USDA personnel, researchers, scholars, and the public by assisting the library's users in locating and using information resources within the framework of copyright law, licensing obligations library customers;
- performing computer searches using selected relevant database systems, the Internet, and knowledge of bibliographic and non-bibliographic systems to secure research data;
- answering questions, suggesting appropriate resources for use, assisting with the use of those resources, providing instruction in the use of the library and of library resources and building a collection of reference materials and arranging it for effective use;
- compiling specific subject bibliographies and other compilations based on cognizance of new developments and trends related to Agriculture;
- recommending selection of materials both traditional and electronic for acquisition or elimination;
- analyzing information product desirability and utilization in order to select and provide the most economically viable resources for the library customer;
- monitoring, assisting in the design and testing of, and troubleshooting electronic systems used to provide services; and

- conducting outreach and training activities which demonstrate the library's electronic resources and services at conferences, symposiums, and workshops.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

GS-09: Applicants must demonstrate two full years of progressively higher level graduate education or master's in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to the position OR one year of specialized experience equivalent to at least the GS-7 level.

GS-11: Applicants must demonstrate three full years of progressively higher level graduate education in library science or doctoral degree (Ph.D. or equivalent) related to the position OR one year of specialized experience equivalent to at least the GS-9 level.

GS-12: Applicants must demonstrate one year of specialized experience equivalent to at least the GS-11 level. Customer outreach experience is highly desirable.

For more information about qualifying on the basis of combinations of experience and education, please visit <http://www.opm.gov/qualifications/SEC-IV/B/GS1400/1410.HTM>.

This position has a positive education requirement. You must provide a copy of your academic transcripts OR a list of college courses with credit hours, dates completed, and grades received to verify education when applying for this position. If this information is not provided, your education may not be appropriately evaluated, and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcripts prior to entering on duty.

Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.

Specialized Experience - experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

GS-09

1. Knowledge of print and electronic information resources.
2. Knowledge of manual and automated data searches and data structure.
3. Ability to modify or add information, such as bibliographic material and URL resources, to Web pages.

GS-11/12

1. Ability to create bibliographies, pathfinders and other print and electronic resources.
2. Knowledge of current and emerging information technologies to retrieve, develop, and disseminate information products, services, and tools.
3. Ability to develop Web pages.
4. Ability to analyze print and electronic information resources to critically evaluate and filter resources to meet specific customer needs.

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veteran's preference) (Visit the following web site for additional information: <http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading

“Other Education” for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.